

SELF-ASSESSMENT SCENARIOS

TL AGENCY TIME ADMINISTRATION

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment Script 1 – Enter Time for Employees

Score: _____

Directions: Enter and submit time for California Bentley, EmplID 00021661.

For the week of July 8th, California worked the following schedule:

Monday – 7.5 Regular hours worked on first shift (REGS1)

Tuesday – 3.5 Regular hours worked on first shift (REGS1) and 4.0 regular hours worked on second shift (REGS2)

Wednesday – 7.5 Annual leave hours (AL)

Thursday – 7.5 Sick leave hours (SL)

Friday – 2.5 Regular hours worked on first shift (REGS1) and 5.0 leave without pay hours (LWOP)

Remember to begin by making any necessary changes day by day to the first line without a TRC. When navigating to the REGS1, REGS2, or SL TRCs, use the first letter of the TRC as a shortcut (i.e., r or s).

Enter a new row for each different TRC.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.

Self Assessment Script 2 – Viewing Employee Overtime Requests

Score: _____

Directions: View Virginia Saturn's Overtime Request

You want to see if any of your employees have submitted an overtime request. Upon searching you see that Virginia Saturn has entered a request, so you want to look at the request in more detail through the Overtime Date link.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.

Self Assessment Script 3 – Manage Exceptions

Score: _____

Directions: Manage Buick Lincoln's Exceptions

Although we click on Get Employees to see all of our employees who have exceptions, the only employee who shows up is Buick Lincoln. After looking at the Overview, look at the Details tab. Use the Exceptions Description link for more information on the exception.

Important notes or comments to remember: Use this section to enter any notes or comments that you learned during this assessment.
